

ANDROSCOGGIN COUNTY GOVERNMENT

CORRECTIONS DIVISION

JOB DESCRIPTION

TITLE: Jail Administrator

QUALIFICATIONS:

1. 8 years of experience in the field of Corrections required.
2. Bachelor's degree in Criminal Justice or related field desirable, but not required.
3. Sufficient physical ability to meet the Department's essential functions.
4. Such alternatives to the above qualifications as the Commissioners and Sheriff may, in their discretion consider equivalent, appropriate and acceptable.

REPORTS TO:

Chief Deputy

SUPERVISES:

Assistant Jail Administrator

MAJOR JOB RESPONSIBILITIES:

1. Must be knowledgeable of the duties and responsibilities of all personnel in the Corrections Division.
2. Will ensure that all Maine Jail Standards, Operational Procedures, Post Orders, Legal Documentation and Collective Bargaining Agreement(s) are adhered to by all staff members.
3. Provides leadership through direction, instruction, encouragement and discipline to staff in the performance of their duties and responsibilities.
4. Must be knowledgeable of, abide by and enforce Androscoggin County's Standards of Conduct, Code of Ethics, Policy & Procedures and Personnel Policy.
5. Provides progress reports and performance evaluations on each assigned staff member as directed by the Jail Administrator.
6. Demonstrate the proper demeanor and technique to communicate verbally in an effective manner with all staff, offenders and community.
7. Will seek and attend available Upper Level Management Training opportunities.
8. Acts as the chief Public Relations Officer for the Corrections Division.
9. Acts as the Purchasing Agent for the Corrections Division.
10. Develop new Policies and review/revise existing Policies as needed.

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11. Reviews all staff discipline issues and makes formal disciplinary recommendations to the Sheriff and Chief Deputy.
12. Reviews all employee performance evaluations to assess training needs and/or disciplinary actions.
13. Manages the Corrections Time & Attendance system and provides reports to the Treasurer's Office.
14. Reviews all applications for new hires and promotions. Makes recommendations to the Sheriff for the hiring process.
15. Prepares and presents the Androscoggin County Correction's annual budget.
16. Oversees all operations of the Androscoggin County Jail to ensure compliance with Maine Jail Standards, Policy & Procedures and Maine Statutes.
17. Must be knowledgeable of any/all changes in Maine Statutes and Maine Jail Standards that may impact the operations of the Corrections Division.
18. Responds to and takes command of facility emergencies in accordance with Androscoggin County Jail Policy & Procedures.
19. The Jail Administrator is responsible for working at the discretion of the Sheriff.